



City of Boston
Thomas M. Menino, Mayor

LAW CLERK

The City of Boston Law Department is currently seeking law clerks for the 2011 winter/spring semester. The Law Department, located in Boston City Hall, represents the City of Boston and its employees in state and federal court. The Law Department offers unpaid law clerk positions during the academic and non-academic year. To be considered for a position at the Law Department you must currently be enrolled in law school and have completed your first year of coursework. While residency in the City of Boston is preferable, non-City residents will also be considered for the law clerk position. The Law Department is an equal opportunity employer. Minority students are encouraged to apply.

Law clerks are exposed to two areas of the Law Department – litigation services and government services. Litigation assignments touch upon every aspect of civil defense litigation including research, drafting pleadings, investigating claims, discovery requests/responses, attending hearings, depositions, mediations, and more. Typical lawsuits range from c. 84 (pot holes) and c. 258 claims (Mass. Tort Claims Act), to civil rights violations, discrimination, and class action suits. Government services assignments are more in line with providing in-house counsel to all City employees and departments on any legal matters that may arise, with exposure to municipal law, public records law, contracts, construction, property and zoning litigation. Law clerks have the opportunity to look into zoning matters, affirmative recovery, housing issues, and City ordinances in a variety of research and litigation-related formats. Law clerks hired for part-time positions are required to work a minimum of 10 hours/week and a maximum of 20 hours/week. Students hired for full-time positions are required to work a minimum/maximum of 35 hours/week.

Applications for the Law Department winter/spring law clerk program must be received by end of business day **December 20, 2010**. However, admissions is on a rolling basis, and positions are only available until filled. To be considered for a position, please send your résumé, cover letter, writing sample, and current school-generated transcript to the address below. Incomplete applications will not be considered. For information as to current availability of law clerk positions only, please contact:

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(For all other inquiries, please contact Corporation Counsel's Office at 617-635-4034)